

AEUFC-FBH-CDR (37)
SUBJECT: Entitlement Verification Listings

- (1) Generate the MPEV listings and provide a copy to the detachments.
- (2) Provide the detachments with an instruction memorandum outlining the procedures that commanders need to take in order to process the listing.
- (3) Retain a copy of the completed listings for one year. After one year the listings may be destroyed.

b. Detachments:

- (1) Establish a method of tracking the distribution of the listings.
- (2) Establish a mechanism of tracking the return of the distribution listings.
- (3) Establish a suspense of the 10th of the month following distribution for the units to return the listings to the detachments (e.g., FSA listing distributed on 23 October 2006 would have a suspense of 10 November 2006).
- (4) Forward the completed listings to the Battalion Military Pay Review Section NLT the 30th of the month in which the listing was returned to the detachments (e.g., FSA listing returned to the detachments by 10 November 2006, completed listings due to Battalion Military Pay Review section NLT 30 November 2006).

6. SIGNIFICANCE OF PERFORMING THE VERIFICATION: Verifying these entitlements are correct ensures we are paying our supported population correctly and accurately. I expect commanders to put emphasis on properly reconciling these entitlement verification listings each month.

7. CONTACT INFORMATION: The proponent for this policy is the Battalion FINOPS, DSN 469-7586.



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Commanding